

PERSONNEL COMMITTEE MINUTES
TUESDAY, JANUARY 7, 2020 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

The Personnel Committee meeting was called to order by Chairperson Proksa at 4:30 p.m.

Roll Call

Present: Proksa, Halverson, Skates, and Flower

Absent: Straube

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes from the December 3, 2019 Personnel Committee Meeting

Motion by Skates to approve the minutes, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Update/Recommendation regarding notification of departments on policy related to centralized retention location of various personnel records

City Administrator Nord stated that all departments have been notified and he is not aware of any issues. No action.

Discussion/Update regarding outreach for City of Lake Geneva Employer Clinic

City Administrator Nord stated that Natalie Ellingson will be providing a usage report to the City but she has noticed an increase in the clinic's use. Clerk Kropf noted that more people are becoming aware of the clinic and that she liked the fact that going to the clinic doesn't count against an employee's PTO time. No action taken.

Discussion regarding hiring process for Lakefront lead position and all other Lakefront staff

Public Works Director Earle stated that he has talked to the previous Beach Manager about applying for the job as a formality, however he has not heard anything as of late.

Straube arrived at 4:37 p.m.

Earle stated that he will be moving forward with the hiring process and stated that there are several part-time positions to be hired for various beach jobs. The part-time positions will be required to not only maintain the beach area but to help with garbage and the bathrooms. Earle stated that he had tried to contact the former Beach Manager and is eager to move forward with the hiring process. The committee discussed sending him a letter with a response deadline of March 1, 2020 to determine if he is interested in the position or if the City needs to start the hiring process. Earle added that he would like the beach staff to have background checks as well. No action taken.

Discussion/Update regarding Council Orientation Binder materials given to City candidates

Clerk Kropf outlined the Council Orientation Binder materials that were given to the individuals seeking office. She noted that it was a kind of job description to let people know what to expect if they were elected to office. No action taken.

Future Agenda Items

- Board Member Understanding Document
- Council Rules
- Wage Adjustment Checklist
- Personnel/Equipment for Boat Launch (Piers & Harbors to consider first)
- Parental Leave Policy

Adjourn

Motion by Flower to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:24 p.m.